



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

JOB OPPORTUNITY

REVISED

LEGAL DIVISION

REVISED

STAFF COUNSEL / STAFF COUNSEL III

(May fill vacancy at either the Staff Counsel or Staff Counsel III level)

Permanent/Full-Time

\$3,834 - \$7,386 (Staff Counsel)

\$6,902 - \$8,517 (Staff Counsel III - Specialist)

Under the direction of the Chief Counsel, CEA IV, the Staff Counsel/III will facilitate the work of the Victim Compensation and Government Claims Board (Board) and each of its programs by providing ongoing legal advice and support. Potential candidates are urged to review the statutes governing the Board to gain an understanding of the range of legal issues faced by the Board's legal staff. Specific responsibilities will be assigned after consideration of the interest and experience of the successful candidate. It is anticipated that the Staff Counsel/III's primary responsibilities will include:

- Legal support for the Restitution, Revenue Recovery and Accounting Division with particular attention to the division's efforts to insure that restitution is imposed and collected from offenders.
- Legal support for the Administrative Division in the full range of employment law, including personnel, workers' compensation, and labor relations.
- Serve as a Hearing Officer conducting administrative hearings of bid protests under Public Contract Code sections 10306 and 12102 and claims filed by exonerated persons under Penal Code section 4900 *et seq.*
- Legal support for the Government Claims Program to ensure compliance with the claims processing requirements of the Tort Claims Act.
- Legal support for the Victim Compensation Program under Government Code section 13950 *et seq.*
- Perform legal research; prepare legal opinions; draft statutes and regulations.
- Provide legal support to the Board's executive staff, program managers and staff in all of the Board's programs.

DESIRABLE QUALIFICATIONS:

- Knowledge of administrative law, employment law, criminal law and procedure regarding restitution, public procurement law, confidentiality statutes, government law, and the Bagley-Keene Open Meeting Act;
- Experience in administrative hearings or litigation;
- Sensitive to issues important to victims of crime;
- Exceptional written and oral communications skills, including the ability to work easily and well with non-attorney staff;
- Ability to effectively handle multiple priorities;
- Knowledge of debt collection law and the enforcement of civil judgments;
- Ability to effectively work with the criminal justice system, including judges, prosecutors, probation officers, and court clerks;
- Experience providing training to legally-trained and non-legally-trained professionals.

WHO MAY APPLY:

Current Staff Counsels/IIIs or individuals eligible for appointment to these classifications may apply. **In addition to their application, candidates must submit a current resume, writing sample and cover letter explaining their eligibility and their interest in these positions. Applications will be screened and only the most qualified will be interviewed.**

SUBMIT APPLICATION TO:

Victim Compensation and Government Claims Board
Attn: Robin Jones/Human Resources Section
P.O. Box 48
Sacramento, CA 95812-0048
(916) 324-3252 / rjones1@voc.ca.gov

FINAL FILING DATE:
Until Filled

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation. **POSITION SUBJECT TO SROA AND RE-EMPLOYMENT LIST POLICIES AND PROCEDURES.**

California Relay Service:

Voice line: 1-800-735-2922

Position#: 040-150-5778-xxx or

TDD User: 1-800-735-2929040-150-5795-002

BULLETIN # Legal 04-001

Posted: 09/27/04

RPA# 035